

Process for Voice-overs

Objective: This document is a step-by-step guide to help creator add audio files to the H5P content

Step 1 : Prepare a Script

Prepare a script of the PPT. The script depends on the intent behind adding the audio, it can either be read-along, or it can have additional information/examples. Prepare script as per the intent, keep it consistent throughout slides.

Step 2 : Choose a good voice - recorder

Use the Sony voice recorder to record voice-over for each slide. Check the device settings, ensure that it is on “voice” mode and not “music” as this will affect the quality of your voice-over. Begin recording.

Step 3 : Start Recording

Record separately for each slide as it makes the process faster. In case of errors you need not redo the entire audio recording but can re-do only the slide that went wrong.

Step 3 : Check for errors

Once you have finished recording audio for all slides, play them on the recorder to check for discrepancies. If a slide is missing, there is a long pause during the voice-over, presence of background noises/ etc. redo audio clips. **The final set (audio for all slides) must be ready before proceeding.**

Step 4 : Save the Audio files

Use the USB connector to transfer the files onto your laptop. **Create a folder with name of RLO and add all audio files to this folder. Rename the audio files as per your slide numbers on H5P.**

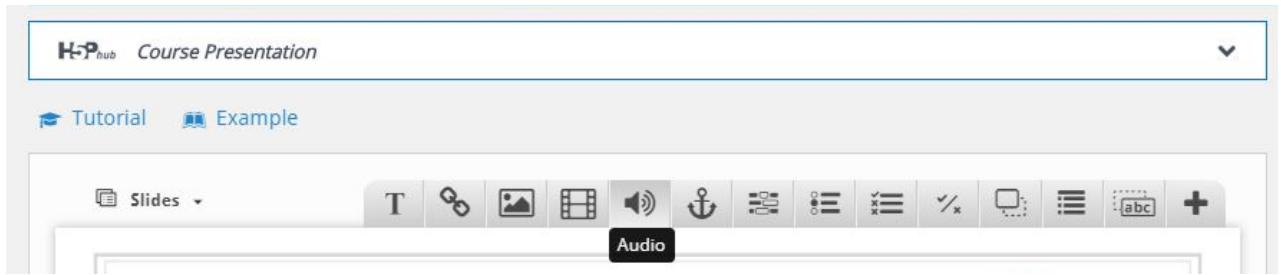
Step 5 : Convert Audio files if necessary

Check whether the audio files are in mp3 format as this is supported by the H5P. You can use [this](#) link to convert the files. The entire folder can be uploaded at once and converted (hence it is recommended to create a single folder) Once the folder is converted you can download the entire file. The best part is, original name of audio file will remain intact :) so no need to worry about renaming formatted audio files.

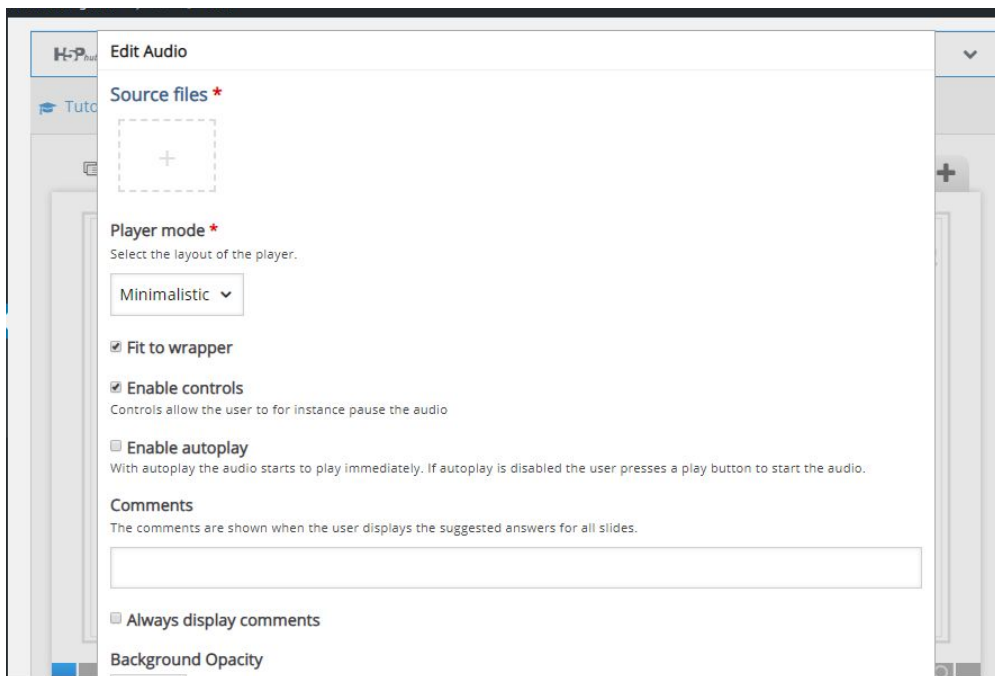
Step 6 : Add Audio to the H5P content

Once audio files are ready in mp3 format go to H5P Authoring tool. Select the RLO, and click on the edit option.

Now, **choose the audio option** on the tool as shown below:



Once you click on the option, a dialogue box appears as shown below



Click on the box below “Source files”, this will take you to your computer's drive. Choose the Audio file and upload. Each audio file needs to be added separately. Next, **click on the dropdown menu below “Player mode”**. This has three options. “Minimalistic”, “Full” and “Transparent”

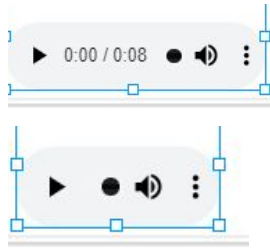
This is how each of the options look :

1. Minimalistic



2. Full (this option can be customized)





3. Transparent



Please note: The blue markings around each option will not be visible once you upload your RLO.

Once you have chosen the player mode, **click on “enable autoplay” option, if you want the audio to play automatically as the learner proceeds.**

If you do not want automatic playback, leave the option blank.

Click on done.

Step 7 : Save the RLO

Click on “Update” on the right hand corner on the H5P authoring tool

Things to remember:

- ❖ Recording of audio is clear and has minimal disturbances if done in the studio room, if done in a regular room (small or big) the intensity and clarity of the recording fades.
- ❖ The script should be broken down slide-wise. This is to ensure that recording for each slide is independent of any other slide.
- ❖ The script is essential as it makes recording faster and reduces errors.
- ❖ Remember to add audios for the assessment.
 - **TIP:** Create a general audio file for each type of assessment which can be used across RLOs
- ❖ Ensure that the battery of your recorder is fully charged so as to not disturb the flow.
- ❖ Test yourself a few times and get comfortable with the sound of your voice on the recorder.
- ❖ Recording according to the sequence of your RLO on H5P is beneficial as it reduces errors related to uploading the files.

- ❖ Naming audio files according to slide number is also essential, if not done properly, it can create a whole lot of confusion while uploading and audio files can get mixed, leading to discrepancies between the slide and audio.
- ❖ If you do not choose “enable autoplay” option, it is recommended you choose the “Full” player mode so that learner is easily able to view and select the audio controls.
- ❖ Keep updating your RLO every 2-3 slides so as to not lose out on the hard work